

Overtime Request for Project Deadline

Date: [Insert Date]

To: [Supervisor's Name]

Position: [Supervisor's Position]

Company: [Company Name]

Dear [Supervisor's Name],

I am writing to formally request approval for overtime work to meet the impending deadline for [Project Name]. As you are aware, the project is critical for [reason], and we are currently facing some delays due to [briefly explain reason for delay].

To ensure we meet our deadline of [insert deadline date], I propose to work [insert number of hours] extra hours a week, starting from [insert date] to [insert end date]. This additional time will allow me to focus on [specific tasks or responsibilities] and ensure that the project is completed to the highest standard.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]